



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

SECNAVINST 5530.4B

N09N

28 November 1994

SECNAV INSTRUCTION 5530.4B

From: Secretary of the Navy
To: All Ships and Stations

Subj: NAVAL SECURITY FORCES ASHORE AND AFLOAT

Ref: (a) SECNAVINST 5450.4E (NOTAL)
(b) OPNAVINST 5450.169D (NOTAL)
(c) SECNAVINST 5400.14A (NOTAL)
(d) Standard Navy Distribution List Part 2 and Catalog of Naval Shore Activities (OPNAV P09B2-105 (90))

Encl: (1) Appropriate/Inappropriate Duties for Navy Security Force Personnel
(2) Appropriate/Inappropriate Duties for Marine Corps Security Force (MCSF) Personnel
(3) Additional Duties for MCSF Personnel
(4) Definitions
(5) RF/DF Security Platoon/FAST Support Request
(6) Periodic Validation Submission Schedule
(7) Validation Process
(8) Post-validation Information Work-sheet

1. Purpose. To revise policy for the employment of Naval Security Forces in support of Navy commands and activities ashore and afloat. This instruction is a substantial revision and should be read in its entirety.

2. Cancellation. SECNAVINST 5530.4A.

3. Background

a. The continuing incidence of worldwide terrorism, criminal dissidence and other unlawful acts necessitates organizing, training and equipping Naval Security Forces to meet emergent security requirements in a timely and effective manner.

b. The primary mission of Naval Security Forces is to provide security on board naval shore installations, vessels and aircraft.



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c. Naval Security Forces are derived from three primary sources:

(1) Armed Navy security personnel assigned to physical security duties involving the use of deadly force to protect Navy assets ashore or afloat. These personnel may be assigned on either a permanent or auxiliary basis. Information concerning duties is contained in enclosure (1).

(2) Marine Corps Security Force (MCSF) personnel assigned to physical security duties involving the use of deadly force to protect Navy's most sensitive assets requiring the unique capabilities of armed, combat-trained Marines (see enclosures (2) and (3)).

(3) Civilian security personnel (Navy civilian employees or contracted) assigned to security and law enforcement duties involving the use of deadly force to protect Navy assets ashore.

d. Definitions for terms used in this instruction are contained in enclosure (4).

4. Command Relationships/Responsibilities

a. Secretary of the Navy. Authorizes the establishment and disestablishment of Marine Barracks, the MCSF Battalion, and MCSF Companies, as recommended by CNO per references (a), (b) and (c).

b. Chief of Naval Operations (CNO)

(1) Approves and assigns tasks required to accomplish the missions of Marine Barracks, the MCSF Battalion, MCSF Companies, and Marine Detachments (afloat).

(2) Delegates command of Marine Barracks, MCSF Companies and Marine Detachments (afloat) as listed in reference (d).

(3) Validates, invalidates and approves or modifies MCSF security requirements in coordination with the Commandant of the Marine Corps (CMC).

(4) Conducts periodic operational inspections of Marine Barracks, MCSF Companies, Marine Cadres, and Marine Detachments (afloat). These inspections do not include Marine Corps internal organization or administrative matters.

(5) Approves, in coordination with CMC, and directs, via Commander in Chief, U.S. Atlantic Fleet, the deployment of Fleet Antiterrorism Security Teams (FAST), and Refueling/Defueling (RF/DF) Security Platoons, in support of Fleet Commanders in Chief and Navy Echelon 2 commands.

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(6) Determines the priority of Navy assets for protection by MCSF and Navy Security Forces.

(7) Ensures various permanent security forces are coordinated and provide the most effective protection of Navy assets.

(8) Sets Navy security policy and standards.

c. Commandant of the Marine Corps (CMC)

(1) Approves and assigns functions in support of MCSF missions.

(2) Approves Tables of Organization (T/O) and modifications thereto, and assigns personnel, necessary to carry out missions and perform tasks assigned by the CNO.

(3) Ensures enroute mission essential training is provided for Marines assigned to MCSF.

(4) Retains responsibility for the internal organization, procedures for deadly force/arming, administration and military training of Marine Corps personnel assigned to MCSF.

(5) Conducts periodic administrative and training inspections of MCSF activities. These inspections will be limited to matters of Marine Corps interest that do not transcend the relationships between the commanding officer of the Navy installation and the Marines under his/her operational control.

d. Fleet Commanders in Chief (FLTCINCs)

(1) Provide oversight for organizing, equipping and training of permanent Navy Security Forces, and Auxiliary Security Forces (ASF), at activities within the FLTCINC's area of responsibility.

(2) Recommend validation of MCSF posts to the CNO (N09N) within specific areas of responsibility.

(3) Request FAST support from CNO (N09N) using the format in enclosure (5).

(4) Direct and coordinate the integration of Navy Security Forces at major Navy installations to ensure continuity of purpose in providing maximum effective antiterrorist defense and physical security of installations and associated areas of responsibility. Where two or more installations are contiguous, Navy Security Forces will be under the operational control (OPCON) of one commander as agreed to by the installation commanders.

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e. Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT)

(1) Upon approval from CNO, directs/coordinates the deployment of FAST and RF/DF Security Platoons.

(2) Coordinates with Commanding General, Fleet Marine Force Atlantic (CG FMFLANT) for deployment of MCSF Mobile Training Teams (MTT).

f. Commander in Chief, U.S. Pacific Fleet. Requests MCSF MTT support from CINCLANTFLT and provides funding as required.

g. Commander in Chief, U.S. Naval Forces Europe. Requests MCSF MTT support from CINCLANTFLT and provides funding as required.

h. Other Navy Echelon 2 Commands

(1) Request FAST and RF/DF Security Platoon support from CNO (N09N) using the format in enclosure (5).

(2) Coordinate employment of the FAST, and RF/DF Security Platoons, when assigned.

(3) Request MCSF MTT support from CINCLANTFLT. Funding is the responsibility of the Navy Echelon 2 command requesting support.

(4) Recommend validation of MCSF posts within respective areas of responsibility through the validation process.

(5) Ensure subordinate commands organize, equip and train permanent security forces and ASFs.

i. Commanding General, Fleet Marine Force Atlantic (CG FMFLANT)

(1) Exercises administrative and operational control (less mission tasking authority) of the MCSF Battalion.

(2) Coordinates deployment of the FAST, and RF/DF Security Platoons, as directed by CNO via CINCLANTFLT.

(3) Coordinates deployment of MCSF MTTs, based upon direction from CINCLANTFLT.

(4) Coordinates with the FLTCINCs/Navy Echelon 2 commands for logistical requirements of the MCSFs.

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j. Commanding Officer, MCSF Battalion

(1) Operates under the administrative and operational control (less mission tasking authority) of CG FMFLANT.

(2) Deploys the FAST, and RF/DF Security Platoons, on a priority basis, as directed by CNO via CINCLANTFLT and CG FMFLANT.

(3) Organizes and deploys MCSF MTTs, when directed by CINCLANTFLT via CG FMFLANT, to ensure standardization of antiterrorism training at Navy installations where there is no Marine Cadre assigned or a surge requirement exists.

(4) Conducts assessment visits to oversee employment of Marine Cadres and provides recommendations to the owning Echelon 2 commander/FLTCINC via CG FMFLANT, CMC (POS-30), and CNO (N09N).

k. Security Departments (Ashore). Guidance for security departments at Navy installations ashore is provided in current editions of OPNAVINSTs 5530.14B and 5580.1 (NOTAL).

l. Commanding Officer, Marine Barracks/MCSF Company/Marine Detachments (Afloat)

(1) Functions under the direct operational control of the commanding officer of the installation or ship to which assigned. Commanding officers of Marine Barracks and MCSF Companies will have administrative command of geographically separate detachments.

(2) Operates under the Marine Corps administrative chain of command.

(3) Assists Navy installations in training of the ASF as appropriate.

(4) Trains and administers assigned personnel.

(5) Initiates action required for validation, invalidation or modification of MCSF posts. Procedural guidance is contained in enclosures (6) and (7).

m. Fleet Antiterrorism Security Team (FAST)

(1) Until deployed, reports to and operates at the direction of the Commanding Officer, MCSF Battalion.

(2) When deployed, reports to and functions under the operational control of the installation or ship to which assigned.

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n. Refueling/Defueling (RF/DF) Security Platoons

(1) Until deployed, are an integral part of designated MCSF companies.

(2) When deployed, report to and function under the operational control of the installation to which assigned.

o. Marine Corps Security Force Cadres

(1) Function under the operational control of the security officer, Navy installation security department where assigned.

(2) Provide training assistance, as approved by the CNO (N09N), in antiterrorism and tactics to Navy security department personnel.

p. Ground Defense Force (GDF). Certain MCSF companies and Marine Barracks located at overseas naval bases may have a GDF function assigned in addition to, or as, a primary mission. This is in recognition that certain naval activities require armed, combat-trained Marines in the face of a long term, defined threat and an ineffective or nonexistent agreement with the host government regarding the security of naval facilities. The MCSF company or Barracks will provide the nucleus of the GDF, around which other forces will be organized. The following criteria apply to Marine Barracks with a GDF mission:

(1) A GDF mission must be specifically assigned per references (a) and (b). Changes to currently assigned missions must be forwarded through the operational chain of command and CMC prior to submission to the Secretary of the Navy by the CNO.

(2) Marine Barracks and MCSF companies with GDF missions will have total manning levels reviewed per the schedule delineated in enclosure (6). Specific guard posts must meet criteria outlined in enclosure (7). Requests for periodic validation will include complete justification of proposed manning and submission of enclosure (8). The manning level will be validated based upon local threat, vulnerability, numbers of validated posts and vital Navy assets which require additional protection during heightened threat conditions.

5. Action. This instruction is applicable to all Navy ships and shore activities and to all Navy and Marine military and civilian personnel employed/located thereon.

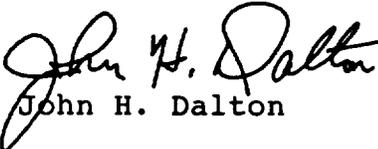
a. CNO will oversee the implementation and execution of this program Navy-wide.

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b. CNO will coordinate with the CMC in the implementation and execution of those aspects which affect the Marine Corps.

c. FLTCINCs and Navy Echelon 2 commanders will ensure compliance with this instruction by their subordinate activities.

d. Commanding officers at all echelons will evaluate the employment of security personnel at their activities and ensure compliance with this instruction.


John H. Dalton

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APPROPRIATE/INAPPROPRIATE DUTIES FOR NAVY
SECURITY FORCE PERSONNEL

1. General. Members of the Navy Security Force permanently assigned to installation security departments/detachments will not be assigned to duties which detract from or interfere with their involvement in the physical security/law enforcement duties of the installation. This does not preclude their assignment to collateral duties which are inherent at all activities, e.g., Career Counselor, various committees, boards, etc.

2. Rated Master-at-Arms (MA)a. Appropriate

(1) Commensurate with rank, supervise/perform at all levels of the security force division/department.

(2) Provide law enforcement/physical security services.

(3) Maintain good order and discipline through enforcement of all applicable orders, directives, and regulations.

(4) Develop and maintain unit security plans, to include: base/unit access programs; base defense plans; physical security and surveys; crime and loss prevention programs.

(5) Conduct operational planning for all physical security/law enforcement requirements utilizing liaison with the Naval Criminal Investigative Service as appropriate.

(6) Operate Military Working Dog Program.

(7) Provide investigative services (non-Naval Criminal Investigative Service) and maintain evidence facility serving as primary custodian.

b. Inappropriate

(1) Manage Restricted Barracks.

(2) Manage Transient Personnel Units.

(3) Manage brig ashore.

(4) Manage Correctional Custody Units.

(5) Function as mess deck master-at-arms.

(6) Function as Duty Driver.

3. Functional Area Code G/K Personnel. Personnel ordered to

Enclosure (1)

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installation security departments shall be assigned to the security department and perform security duties for the full length of their shore tours.

4. Civil Service Personnel. Only civil service personnel in the 080 (Physical Security Specialist), 083 (Police), and 085 (Security Guard) series will be used as members of Navy Security Forces. Other civil service personnel assigned to security departments will not be used as patrolmen or security guards.

5. Contract Guards. Contract guards will be assigned per the Statement of Work contained in the contract.

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APPROPRIATE/INAPPROPRIATE DUTIES FOR
MARINE CORPS SECURITY FORCE (MCSF) PERSONNEL1. Marine Barracks and MCSF Companiesa. Appropriate

(1) Manning validated posts requiring armed, combat-trained Marines. The armed, combat-trained Marine provides a final physical barrier that prevents access to, damage to or removal of vital naval assets. Evaluation of security missions for the MCSF will meet the following criteria to be defined as mandating the necessity for an armed, combat-trained Marine:

(a) The MCSF sentry will be the final barrier/element of an integrated security plan, forming a tight perimeter around the asset being protected.

(b) Deadly force must be authorized specifically, to preclude damage to, compromise/loss of those assets deemed vital to the national interest, as defined in SECNAVINST 5500.29B, OPNAVINST 5530.14B and OPNAVINST C8126.1 (NOTAL).

(2) Manning posts under the circumstances described in paragraph 3d, enclosure (7).

(3) Performing missions and tasks approved on cover letters of MCSF Battalion and Marine Barracks T/Os requiring armed, combat-trained Marines.

(4) Developing a Ground Defense Plan when assigned the GDF mission.

b. Inappropriate

(1) Supervising or administering civil service guards or other civilian employees. An exception to this policy would apply to those Marine officers assigned additional duties requiring such supervision or administration as provided for in paragraph 2 of enclosure (3).

(2) Fire fighting on a full-time or regular standby basis except to the extent that all military personnel are assigned emergency duties as part of auxiliary fire fighting forces that are to be used to fight fires beyond the control of regularly established fire departments.

(3) Providing personal services.

(4) Providing military police/law enforcement functions such as:

Enclosure (2)

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(a) Traffic direction and control except when it provides detailed physical access control as an integral part of security supportive of the MCSF's primary mission aboard the installation.

(b) Investigation of traffic violations and accidents.

(c) Security of general housing areas.

(d) Escort of bank and non-appropriated fund cash couriers.

(5) Providing flight line security and aircraft security except for designated Take Charge and Move Out (TACAMO) ready alert aircraft.

(6) Administering activity security system and/or the pass and badge identification system.

(7) Providing brig guards.

(8) Administering activity brig or correctional custody programs.

(9) Providing VIP drivers.

(10) Providing personal bodyguards or Protective Services Details (PSDs) for VIPs.

(11) Performing other duties or assignments which detract from proper performance of the specific responsibilities assigned by the CNO.

(12) Providing hostage/counter-terrorist units (to include snipers). The mission of MCSF units in hostage or terrorist situations will be limited to initial isolation of the area, crowd control, and establishment of a secure perimeter (except as prescribed in DOD C5210.41M of April 94 (NOTAL)). This role will be clearly defined in local contingency plans.

2. Marine Detachments (Afloat)

a. The mission of Marine Detachments (afloat) is to provide physical security for the ship; man gun crews as required; provide a trained, armed security response force; provide special weapons security per OPNAVINST C8126.1 (NOTAL) as required; perform other duties afloat when so ordered by competent authority.

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b. Appropriate

(1) Providing response forces to the ship's Sensitive Compartmented Information Facility, Intelligence Center, magazines, nuclear reactor spaces and any other assets requiring a response by armed, combat trained Marines.

(2) Providing armed, stationary posts to guard against an external threat in port.

(3) Performing ceremonial duties.

(4) "Other duties afloat" include, but are not limited to the duties as listed below, provided assignment to these duties does not degrade the Marine Detachment's capability to perform the above duties and they do not preclude the Marine Detachment from sharing equitably in the ship's liberty program.

(a) Providing weapons and antiterrorism training to the crews of other ships.

(b) Providing core of another ship's security force during high threat port visits.

(c) Performing shore patrol, mess duty, laundry duty, mail handling, and working parties which are assigned on a pro rata basis to the entire ship's company.

c. Inappropriate

(1) Performing as orderlies for ship's executive officers and chiefs of staff of embarked flag officers.

(2) Performing in any supervisory position involved in the administration of the ship's brig.

(3) Performing in any supervisory position involving administration of the ship's correctional custody program.

(4) Administering ship's pass and badge system.

(5) Providing personal bodyguards or Personal Security Details (PSDs) for VIPs.

(6) Performing as damage control petty officers for common spaces.

3. Status of Marine Detachments (Afloat) During Extended Overhaul Periods. Assignment of Marine Detachments aboard ships undergoing extended overhaul (periods in excess of 12 months) will be as follows:

a. FLTCINC will notify the CNO and CMC of impending extended overhaul 120 days prior to commencement of the yard period. The

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Marine Detachment will normally be reassigned prior to the ship entering the yard.

b. Authorization to keep a Marine Detachment, or portions thereof, aboard during extended overhaul requires joint CNO/CMC approval. Requests will be submitted to the CNO via the operational chain of command and the CMC.

c. Remanning of reassigned Marine Detachments will be accomplished in three phases:

(1) Six months prior to completion of the extended overhaul, the FLTCINC will notify CNO and CMC of the requirement for a Detachment.

(2) Two months prior to completion of the extended overhaul, a nucleus of one officer and three enlisted will be assigned.

(3) Upon completion of the extended overhaul, the remainder of the Detachment will be assigned.

4. Fleet Antiterrorism Security Teams (FAST)

a. Appropriate

(1) Providing security for nuclear refueling/defueling operations as required.

(2) Augmenting local security forces to protect ships, aircraft and other high value assets when armed combat-trained Marines are required.

(3) Augmenting base/installation security departments when the threat condition has been elevated beyond the ability of permanent and auxiliary security forces to defend.

(4) Performing functions as approved by CNO.

b. Inappropriate

(1) Providing Maritime Prepositioned Ship security for routine off-load or maintenance cycles.

(2) Providing aggressor forces for security exercises.

(3) Although FAST Marines will be trained to meet many operational security requirements, those duties determined as inappropriate for Marine Barracks, MCSF Companies, and Marine Detachments (Afloat) are inappropriate for the FAST as well.

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5. Refueling/Defueling (RF/DF) Security Platoonsa. Appropriate

(1) Providing security for nuclear RF/DF operations per NAVSEAINST C9210.22B (NOTAL).

(2) Standing validated posts, at designated naval shipyards, as determined by CNO.

b. Inappropriate. Those duties determined as inappropriate for Marine Barracks, MCSF Companies, FAST, and Marine Detachments (Afloat) are inappropriate for the RF/DF Security Platoons as well.

6. Marine Cadresa. Appropriate

(1) Training installation security forces, including the Auxiliary Security Force, in antiterrorism and weapons per OPNAVINST 5530.14B.

(2) Assisting the security officer in the preparation of base defense and other security plans.

(3) Supervising all security forces assigned to the operations division, when assigned as the deputy security officer for operations,.

b. Inappropriate. With the exception of supervision of civilian security forces, those duties determined to be inappropriate for Marine Barracks and MCSF Companies apply to Marine Cadres.

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ADDITIONAL DUTIES FOR MCSF PERSONNEL

1. Marine Corps Security Force members will not be assigned additional duties which detract from or interfere with the operations for which the MCSF is primarily organized.
2. MCSF officers will normally be assigned only those duties which have direct involvement with the physical security of the supported activity. This does not preclude their assignment to collateral duties which are shared on an equitable basis by other officers of the activity, such as courts-martial, boards, committees, etc.
3. Assignments of MCSF officers to duties other than those directly related to their primary MCSF duties will be made only with the prior approval of the CNO and the CMC. Requests to make such assignments will be submitted in writing by the installation commander or ship's commanding officer, as appropriate, to the CNO via the chain of command and the CMC. Requests will contain justification for requesting the additional duty for a MCSF officer. Requests will also fully identify the MCSF officer by name, social security number and billet and describe additional duties assigned. If approved, additional duties will be valid only for the individual specified. They are not incumbent with the MCSF billet.

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DEFINITIONS

1. Armed, combat-trained Marine - A Marine, equipped with a firearm following applicable Marine Corps directives, trained to function as a member of a team in a combat environment, and able to use the skills of fire, maneuver and communications to provide security for vital naval assets.
2. Armed Sailor - A Sailor trained and assigned as a member of a security force ashore or afloat. He/she is able to work with a team or alone, possesses shooting and other skills required to prevent, deter or neutralize a terrorist attack or unlawful act, and has a sound understanding of the use of deadly force, per applicable directives.
3. Auxiliary Security Force (ASF) - An armed force composed of local, non-deploying military assets derived from host and tenant commands under the operational control of the host command's security department. The ASF is used to augment the installation's permanent security force during increased threat conditions or when directed by the host command.
4. Fleet Antiterrorism Security Team (FAST) - An antiterrorism team composed of armed combat-trained Marines task organized and equipped to perform specified security missions in support of Naval shore installations, ships, and aircraft.
5. Ground Defense Force (GDF) - A force organized around a Marine Barracks or MCSF company at certain overseas naval bases, to provide defense against an external threat.
6. Ground Defense Plan - A plan that provides for organizing, equipping, training and employing the Ground Defense Force.
7. Marine Cadre - Marines assigned to selected U.S. Navy installations to train Navy Security Force personnel, to include Auxiliary Security Forces, in antiterrorism techniques and tactics. Includes a deputy security officer for the operations division of security departments at selected bases.
8. Marine Mobile Training Teams - Teams under the direct cognizance of MCSF battalion who will, upon request, visit naval installations to train Navy security personnel in antiterrorism techniques and tactics.
9. Refueling/Defueling (RF/DF) Security Platoons - Units of armed combat-trained Marines assigned to designated MCSF companies, task organized, trained, and equipped for the explicit purpose of providing security for nuclear fueling operations per NAVSEAINST C9210.22B (NOTAL).

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10. Shipboard Security Force - Ship's company who are involved in providing maximum security for the unit from sabotage, damage or compromise. The normal watch or on board security organization will be augmented by the ship's self defense force, the master-at-arms force, the nuclear weapons security force (when assigned) and the Marine Detachment (Afloat).

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RF/DF SECURITY PLATOON/FAST SUPPORT REQUEST

FROM: REQUESTING COMMAND

TO: CNO WASHINGTON DC//N09N//

INFO: CINCLANTFLT NORFOLK VA//N445//

CMC WASHINGTON DC//POS-30//

(APPROPRIATE ECHELON 2 COMMAND)

CG FMFLANT//G-3//

DIRNAVCRIMINSERV WASHINGTON DC//02/24X3//

MCSFBN NORFOLK VA//S-3//

UNCLAS//N05530//

SUBJ: MCSF SUPPORT REQUEST

REF A/SECNAVINST 5530.4B

1. PER REF A REQUEST MCSF SUPPORT AS FOLLOWS:
 - A. LOCATION/INSTALLATION
 - B. REQUESTED ON SITE DATE:
 - C. JUSTIFICATION: (narrative should include complete justification as to specific security requirement/threat assessment, and status of local security forces).
 - D. CONCEPT OF EMPLOYMENT: (intended duties)
 - E. MANPOWER REQUESTED:
 - F. ESTIMATED DURATION:
 - G. FUNDING SOURCE:
 - H. SPECIAL NOTES: (any special personnel/equipment criteria).
 - I. POC/PHONE NUMBER:

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PERIODIC VALIDATION SUBMISSION SCHEDULE

1. Periodic validation submission schedule matrix:

<u>Claimants</u>	<u>Years Validation Required</u>
Commander in Chief, U.S. Atlantic Fleet; Commander Naval Air Systems Command;	1996, 1999, 2002, 2005
Commander Naval Sea Systems Command; Commander in Chief U.S. Naval Forces Europe	1994, 1997, 2000, 2003
Commander in Chief U.S. Pacific Fleet; Director Strategic Systems Programs	1995, 1998, 2001, 2004

2. Input dates:

May -Requests due to CMC (POS-30)

June -Requests due to CNO (N09N)

July -Validation responses returned to originating Command.

August -Claimant needs CNO/CMC validation decisions for possible replacement asset programming action

October -Claimant replacement asset programming included in POM submission to CNO (if necessary)

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VALIDATION PROCESS

1. General. The purpose of post-validation is to ensure the most effective use of naval security assets to meet Navy-wide security requirements. The process addresses validation of new posts, continued validation of existing posts, modification of existing posts, and invalidation of existing posts. To ensure the most efficient Navy-wide allocation of security assets, this basic question "Does this post require an armed, combat-trained Marine?" should be asked.

2. Procedures. Commanding Officers of Marine Barracks, MCSF Companies and Marine Detachments (afloat) are responsible for originating letters of validation. These letters will be submitted to the CNO via the operational chain of command and CMC, with advance copies to CNO (N09N) and CMC (POS-30).

3. Occasions for Validation Requests

a. General. Validation requests will be submitted periodically per enclosure (6), or whenever a command desires to add, modify or delete posts. Enclosure (8) contains submission format.

b. Periodic. Commanding Officers of Marine barracks, MCSF Companies and Marine Detachments (afloat) will submit complete letters of validation every 3 years per enclosure (6). Should any posts be invalidated and require replacement assets, programming action should be taken to include the replacement requirement in the next Program Objectives Memorandum (POM) cycle. Invalidated billets, where replacement assets are required and are only available through the POM process, will normally be deleted 30 months after the date of the CNO's invalidation decision. Likewise, newly validated MCSF posts, where increased assets are required and only available through the POM process, will normally be manned within 30 months after the date of the CNO's validation decision. Invalidated billets not requiring replacement via the POM process will be deleted immediately. Expeditious programming and claimant support of programming initiatives are required to ensure that replacement assets will be available when the billets are deleted.

c. Interim. Change in operational commitments may make it necessary for the Commanding Officers of the Marine Barracks, MCSF Companies or Marine Detachments (afloat) to request additional posts, modification of existing posts, or deletion of posts other than as prescribed in paragraph 3b above. Letters of validation for these specific changes should be submitted to the CNO (N09N) via the operational chain of command and the CMC. These interim requests do not alleviate the requirement for triennial validations, and remain in effect only until the next scheduled triennial validation.

Enclosure (7)

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d. Emergency. Activity commanders may, in response to emergency requirements, establish temporary MCSF posts. These emergency posts must conform to the "armed, combat-trained Marine" precept and appropriate duties for MCSF personnel as set forth in this instruction.

(1) Emergency posts will initially be manned from on board assets. Such manning tends to degrade the security of permanently validated posts, and therefore, should be limited to 90 days. FAST support should be requested for manning beyond 90 days, or the post should be discontinued.

(2) Notification of establishment of emergency posts should be made by message within 10 days to commanders within the chain of command, the CMC (POS-30) and the CNO (N09N). Messages should conform to the format provided in enclosure (8). The MCSF Battalion should be provided copies of the notification along with endorsements from commanders within the operational chain of command.

(3) Emergency posts which require continued manning should be validated as interim posts as set forth in paragraph 3c above.

4. Format. Requests for periodic and interim validation/modification will include a cover letter and an enclosure for each post to be validated/modified. Requests will be prepared per enclosure (8). Cover letters will include complete justification for all requests. Additionally, any compensatory reductions available to provide manpower for recommended new posts will be specified.

5. Administrative/support billets. Requests for administrative/support billets will be initiated by letter from the requesting MCSF Battalion, Barracks, Company or Marine Detachment (afloat) to CMC via the administrative chain of command.

6. Cadre validations. Requests for establishment of a Marine cadre, or changes to a current cadre, will be initiated by letter from the requesting installation to CNO (N09N) via the operational chain of command and CMC (POS-30). The letter should provide detailed justification for establishment, or verification of completion of mission for invalidation.

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POST-VALIDATION INFORMATION WORKSHEET

Post Number: (Current or recommended)

Assigned to: (If applicable)

Post Location: (Annotated maps are encouraged)

Type of Post: (Fixed, roving, vehicular, etc.)

Currently Validated: (Yes or no)

Recommended Change(s): (If applicable)

Hours/Day: (Requested)

Total Hours Per Week Requested:

Manpower: (Validated)

Manpower: (Requested)

Difference: (+ or -)

Special Notes/Justification: (Should include a descriptive summary of the post and complete justification, particularly if the post does not require manning by an armed, combat-trained Marine. Also, any special personnel criteria for Marines manning the post should be specified).

Enclosure(8)